

Visit dymo.com for information on obtaining tapes and accessories for your LetraTag.



Power Supply

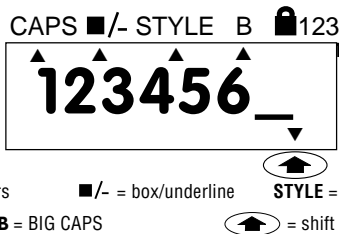
- Insert six AA batteries, as shown in Fig. A.
- We recommend that you remove the batteries from the LabelMaker if you will not be using it for some time.

Inserting the cassette

- The Labelmaker uses paper, plastic and metallic labels.
- Insert cassette as shown in Fig. B and press until it "clicks" into place - Fig. C.
- Check that the cassette is correctly placed before closing the access door.

The Display

- Shows up to 6 characters plus cursor and 5 indicators ▲ as shown below. Indicators show whether a feature is selected.



CAPS = capital letters

■/- = box/underline

STYLE = outline/italic etc.

B = BIG CAPS

⬆ = shift key

Function keys

ON/OFF



Switches the power on and off.

- The LetraTag will switch off if no keys are pressed for two minutes.


The last label will be automatically retained in memory.

Note: If the batteries are removed for more than a few seconds, the memory will be lost.


CAPITALS

- Press  to type in UPPER CASE (CAPITALS). The CAPS indicator will turn on in the display.
- To return to lower case letters press and release  again. The CAPS indicator will turn off in the display.



SHIFT KEY

- Press  before pressing a number, punctuation or function indicated above a key.








DELETE

- Press  to delete a character to the left of the cursor or to exit a function menu.

CLEAR +

- Press  +  to erase the current text and stored labels.
Last label settings will remain unchanged.



CURSOR KEYS or



- Press  or  to move the cursor along the text, one character at a time.
- Press  +  or  to move the cursor to the beginning or end of the label or to the beginning of the next or previous label, when labels are stored.
- When used in conjunction with certain function keys, use  or  to select options.

SPACE




- Press to insert a space into the text.

SIZE  + 

- To change the size of the text on the label press  +  .
- Your LetraTag can print four different text sizes.



CAPS  /- STYLE B  123



condensed 
normal 
extended 
BIG CAPS **B**






The "**B**" (**BIG CAPS**) mode will produce highly visible labels using the entire print height.



- To create a label in "**B**" mode use  to move the cursor under "**B**" and press .
- Note: 1. "**B**" cannot be selected if text has already been entered.

Press  to remove all text and then select "**B**".













2. When "**B**" is selected, all other formatting options are unavailable.




- Now key in text and the label is ready to print in BIG CAPS ONLY.
- To exit "**B**" mode, press  +  and select another text size, then press .

BOX/UNDERLINE  + 


- To use a border or underline your text press  + .

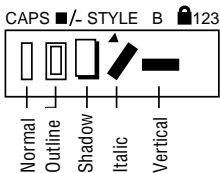
You can choose from the following seven options:

- Normal -  = **DYMO**
- Underlined -  = DYMO
- Round Corners -  = 
- Shaded Box -  = 
- Toothed Box -  = 
- Crocodile Box -  = 
- Pointed Box -  = 



- Use  or  to move the cursor under the desired option. Press .



STYLE  + 

- There are 5 options available under the **STYLE** menu.
- Place the cursor under your **STYLE** selection and press .



2-LINE LABELS  + 

- Print two lines of half height characters.
- Type the first line of text eg. **DYMO** and press  then .





The display shows an arrow () to indicate the line break. Type the second line of your text, eg. **DYMO**  **LABEL** This will print as

DYMO
LABEL

Note: The Box/Underline and Style features are not available on 2-line labels.

NUMBER LOCK  + 

When working with numbers use the **NUMBER LOCK** option as a useful alternative to the shift key.



- Press  then  to set this feature which makes A-J become 1-0.
- Press  then  to exit.

Note: The  key allows you to override the number lock for A - J characters.

INTERNATIONAL CHARACTERS

To add a diacritical (accent) to create an international character, enter the character first, followed by the diacritical.

Eg. a +  = á

a +  +  = â

SYMBOLS



Press followed by the space bar () to access symbols and special characters. The display will show: **A-H?** (or A-F? if "B" has been selected)

Press to cancel, or press a letter key 'A' to 'H' until you find the line of symbols required. **See table.**

Use or to select a symbol. Press to place the symbol in the label.

Printing a label

- To print a label place the cursor anywhere within the label and press .

PRINT PREVIEW

PREVIEW



Allows you to preview your label before printing.

- Press + and all label will scroll across the display.

CUTTING A LABEL



- To cut a label push the cutter forward as shown in Fig. E.
- The label has a split in the backing for easy removal, as shown in Fig. F.

Cleaning

- Check and clean the print head regularly to ensure optimum print quality - see Fig. D.
- Using the cleaning tool **D1** supplied, clean the print head as shown in **D2**.

Troubleshooting

No display

- check that the machine is on
- check batteries and replace if necessary

No response to keys







- remove batteries for a few minutes then refit. The Labelmaker will now reset.

No printing or poor text

- check batteries and replace if necessary
- check tape cassette installed correctly and not empty
- clean print head (see 'Cleaning')

Print contrast

For use under extreme temperature or humid conditions.

- Press  +  + 'X'.
- The display will show the five contrast symbols .
- Use  or  to select lighter or darker print and press  to set.

Flashing !!!!!!! in the display

- !!!!!!! in the display indicates that the tape can not be transported.
- Press any key to return to normal display.
- Check if there is a tape jam. In that case, lift out the cassette and carefully release jammed tape. Cut off excess tape and refit/replace the cassette.
- If there is no tape jam, replace the batteries.

Contacting Technical Support

- call the Customer Service telephone number - see warranty booklet.
- Support for your LetraTag is available 24 hours a day at www.dymo.com.
- To speak to a Customer Service representative please consult your warranty booklet for a list of telephone service centers.

Label cassettes

CAN **BZ** **USA** **MX**

AUS **NZ**

Type: Length:	Paper 4m	Plastic 4m	Metallic 4m	Paper 4m	Plastic 4m	Metallic 4m
White	91330	-----	-----	91200	-----	-----
Pearl White	-----	91331	-----	-----	91201	-----
HyperYellow	-----	91332	-----	-----	91202	-----
Cosmic Red	-----	91333	-----	-----	91203	-----
Acid Green	-----	91334	-----	-----	91204	-----
Ultra Blue	-----	91335	-----	-----	91205	-----
Smiles (Yellow)	-----	91336	-----	-----	91206	-----
Feet (Blue)	-----	91337	-----	-----	91207	-----
Party	-----	91340	-----	-----	91341	-----
Christmas	-----	91256	-----	-----	91244	-----
Silver	-----	-----	91338	-----	-----	91208
Green	-----	-----	91339	-----	-----	91209

Assorted Pack 91242:

1 x paper white
1 x plastic yellow
1 x metallic silver

Assorted Pack 91240:

1 x paper white
1 x plastic yellow
1 x metallic silver

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